

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
F: 269-345-8230
hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Last Revised On: July 28, 2016

POSITION: **Contract Licensed Social Worker – Maternal Infant Health Program (MIHP)**

JOB CODE: **PC**

FUNCTION: Provides psychosocial support, problem-solving assistance, and facilitation of referrals to MIHP clients.

QUALIFICATIONS:

1. Valid Michigan License as a Social Worker with Clinical concentration
2. Master's degree is encouraged
3. At least 2 years of experienced as a licensed social worker
4. Experience in providing direct service to marginalized communities
5. Valid Michigan Driver's License
6. Comfortable with managing databases and knowledge of Microsoft Office
7. Fluent in English and Spanish a plus
8. Ability to safely lift materials weighing up to 20 pounds
9. Demonstrated ability to organize systems
10. Effective communication skills
11. Proven ability to set priorities and fulfill responsibilities
12. Ability to make sound decisions and respond capably in crisis situations
13. Demonstrated ability to work with people of diverse backgrounds

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Provides comprehensive assessments across multiple domains including health risks, drug use, domestic violence, infant health, social work support services, case management, and psychosocial education to pregnant and postpartum women and to mothers of infants
2. Helps to provide intensive support services to needed clients
3. Provides care coordination, access to transportation to medical appointments, substance abuse treatment, childbirth and parenting education classes
4. Functions as a member of a multidisciplinary team that also includes a registered nurse, registered dietician and infant mental health specialist, managed by the MIHP Coordinator
5. Participates in team reviews, staff meetings and staff trainings
6. Provides parenting sessions and conducts parenting education curriculum
7. Develops and update educational materials for use by clients.
8. Manages information by documenting data gathered, billing properly and documenting services provided in program records including the qualifying health risk assessments in accordance to policies and procedures. Data may be documented in hardy copy or electronically.
9. Coordinate and assure the maintenance of program participant and program records, and collect data and prepare reports as required for the YWCA and MDHHS, funding and licensing sources.

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10. Demonstrate professionalism, reliability, good judgment, tact, personal integrity, poise and ability to manage and prioritize in a multiple-demand position.
11. Work cooperatively with Program Director and other Supervisors toward continuous program, service and administrative improvement.
12. Remain flexible and manage changing priorities on a continuing basis.
13. Comply with applicable local, state and federal licensing/certification requirements and/or regulations.
14. Comply with Association policy regarding required reporting of child abuse.
15. Safeguard confidential information gained as a result of the job.
16. Work cooperatively with program participants, YWCA staff and volunteers.
17. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
18. Perform other duties as assigned.

WORKING CONDITIONS:

1. Awareness of occupational exposure to blood and body fluids.

TRAINING REQUIREMENTS:

1. Successful completion of MIHP training requirements.*
2. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
3. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Full-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: \$40 per visit,

FLSA STATUS: Non-Exempt

DEPARTMENT: YW-Women's Initiatives

SUPERVISED BY: Program Director – Women's Initiatives

TO APPLY: Email resume and cover letter to hr@ywcakalamazoo.org